



Department of English
Pandu College, Guwahati-12

24/01/2025

Notice

It is for the information of the all the students that the Department of English, Pandu College is organizing a ***Parent-Teacher Meet*** on 1st of February, 2025. Invitation letters will be issued regarding the event to all the concerned parents/guardians.

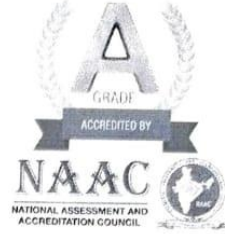
Therefore, all students are requested to inform their parents/guardians to attend the programme and make it successful.

Venue: A-005, Pandu College

Time: 10:30 AM onwards

Date: 1st of February, 2025 (Saturday)

Dr. Sanjib Kumar Barman
Head, Department of English
Pandu College, Guwahati-12



Department of English

Pandu College, Guwahati-12

24/01/2025

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Pandu College, Guwahati-12

Department of English
Pandu College
Guwahati-12

Sample copy of invitation letter:

Department of English
Pandu College
Guwahati-12
english@panducollege.ac.in

Date: 24/01/2025

To,
Respected,
Parents/ Guardian of _____
Sem _____

Subject: Invitation to Parent-Teacher Meet

Dear Parents/ Guardian,

We are pleased to invite you to the Parent-Teacher Meet organized by the Department of English, Pandu College. This meeting is an opportunity for meaningful discussions regarding your ward's academic progress, performance, and overall development.

Meeting Details:

Date: 1st February 2025

Venue: Room A-005 (Ground Floor)

Time: 10: 30 AM onwards

Your presence and insights are valuable in fostering a better learning environment for your child. We encourage you to attend and interact with our faculty members to discuss any concerns or suggestions you may have.

We look forward to your participation and hope to strengthen our partnership in guiding our students toward academic excellence.

For any queries, feel free to contact us at english@panducollege.ac.in

Warm regards,



Dr. Sanjib Kumar Barman
Head, Department of English
Pandu College, Guwahati-12

Department of English
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Guwahati-12

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
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Dr. Sanjib Kumar Barman
Head, Department of English
Pandu College, Guwahati-12


Attendance Sheet of the Meeting along with feedback:


Proforma for Parent-Teacher Meet
Pandu College, Guwahati
Department: ENGLISH
Semester:.....6th (Major).....
Date: 01/02/2025

Sl. No.	Student's Data	Parent/Guardian's Data	Comment/Feedback of the Parent/Guardian	Signature of Parent/Guardian
1.	Name: <u>Tusna Basumatary</u> Contact No: Email ID:	Name: <u>Mahran Swarajya</u> Contact No: <u>7002151531</u> Email ID:	<u>Grateful.</u> <u>good initiative for</u> <u>parent-teacher communication</u>	<u>M.S.B</u> <u>01/02/25</u>
2.	Name: <u>Apurshmita Dam</u> Contact No: Email ID:	Name: <u>MILAN DAM</u> Contact No: <u>9435143372</u> Email ID:	<u>Appreciating the</u> <u>initiative that has</u> <u>been taken by the</u> <u>authority and the</u> <u>dept.</u>	<u>[Signature]</u> <u>01/2/25</u>
3.	Name: <u>Payal Paul</u> Contact No: Email ID:	Name: <u>Soma Paul</u> Contact No: <u>8011028199</u> Email ID:	<u>Thankful for all</u> <u>the support and</u> <u>help throughout</u> <u>Payal's recovery</u> <u>period.</u>	<u>S. Paul</u> <u>1/2/2025</u>
4.	Name: Contact No: Email ID:	Name: Contact No: Email ID:		


 Department of English
 Pandu College
 Guwahati - 2
Signature of HoD / Faculty

Proforma for Parent-Teacher Meet					Proforma for Parent-Teacher Meet					
Pandu College, Guwahati					Pandu College, Guwahati					
Department:F.N.S.H.L.S.H.....					Department: ENGLISH					
Semester:.....3 rd (Major).....					Semester:.....4 th (Major).....					
Date: 01/02/2025					Date: 01/02/2025					
1.	Name: <u>Violina Baschya</u> Contact No: Email ID:	Name: <u>Arinal Baidya</u> Contact No: <u>9638290591</u> Email ID:			1.	Name: <u>Amiga Rajat</u> Contact No: Email ID:	Name: <u>Nes Anisa Rahman</u> Contact No: <u>9847463046</u> Email ID:	<u>Shwome.</u>		<u>[Signature]</u> <u>Rahman.</u>
2.	Name: <u>Rogashree Chakacharya</u> Contact No: Email ID:	Name: <u>Dr. Manjan Bhak-acharya</u> Contact No: Email ID:			2.	Name: Contact No: Email ID:	Name: Contact No: Email ID:			
3.	Name: Contact No: Email ID:	Name: Contact No: Email ID:			3.	Name: Contact No: Email ID:	Name: Contact No: Email ID:			
4.	Name: Contact No: Email ID:	Name: Contact No: Email ID:			4.	Name: Contact No: Email ID:	Name: Contact No: Email ID:			


 Department of English
 Pandu College
 Guwahati - 2
Signature of HoD / Faculty


 Department of English
 Pandu College
 Guwahati - 2
Signature of HoD / Faculty

GPS Tagged Photos of the PTM





GPS Map Camera



Google

Guwahati, Assam, India
5m8r+4c6, Pandu Port Rd, Pandu College Gate,
Maligaon, Guwahati, Assam 781012, India
Lat 26.165687° Long 91.691248°
01/02/2025 11:10 AM GMT +05:30



GPS Map Camera

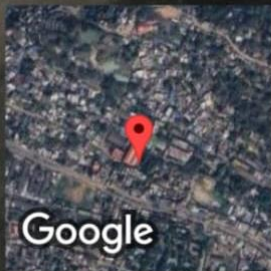


Google

Guwahati, Assam, India
5m8r+4c6, Pandu Port Rd, Pandu College Gate,
Maligaon, Guwahati, Assam 781012, India
Lat 26.165757° Long 91.69128°
01/02/2025 11:39 AM GMT +05:30



GPS Map Camera



Google

Guwahati, Assam, India
5m8r+4c6, Pandu Port Rd, Pandu College Gate,
Maligaon, Guwahati, Assam 781012, India
Lat 26.165754° Long 91.691284°
01/02/2025 11:33 AM GMT +05:30

REPORT ON PARENT-TEACHER MEET

Organised by the Department of English, Pandu College, Guwahati-12

The Department of English, Pandu College, successfully organized a Parent-Teacher Meet on the 1st of February 2025 in Room A-005 (Ground Floor). The primary objective of the meeting was to facilitate open communication between teachers and parents regarding students' academic progress, behaviour, and overall development. The event aimed to strengthen the collaboration between educators and guardians to ensure the holistic growth of students.

Faculty members of the Department of English were present to address queries and concerns raised by parents. The Head of the Department, along with other faculty members, played an active role in engaging with parents and providing valuable insights into students' performance.

The meeting commenced with a welcome address by Dr. Sanjib Barman, Head of the Department of English, who highlighted the significance of parental involvement in a student's academic journey. A brief introduction session was held between the teachers and the students. This was followed by a detailed presentation on the college's and the department's academic policies, teaching methodologies, and assessment strategies.

Key discussion points included:

1. For 2nd Sem students, information on the new SOP from GU regarding opting of I Major and I Minor along with other information included in the new regulations
2. Sharing the previous semester's attendance and results
3. Information regarding the use of mobile phones on campus: No mobile will be allowed hereafter on the day of examination. Students will not be allowed to enter the college premises with their mobile phones on the days of examinations. Moreover, keeping in mind the holistic development of students, use of mobile phone is prohibited in the campus on working days

unless otherwise permitted by the educator in relation to imparting of lessons.

4. A parent-teacher WhatsApp group to be formed semester-wise during meeting to bridge the communication gap and also to keep the parents updated about their wards progress and other related information.
5. Teacher Guardian Initiative
6. Faculty members emphasized the importance of co-curricular involvement and encouraged parents to support their children in participating in literary events, debates, and cultural programs.
7. Parents were briefed on various career opportunities available for students pursuing English literature and language studies. Suggestions were given regarding higher studies and professional pathways.

Feedback and Response:

Parents appreciated the initiative taken by the department and expressed their gratitude for the opportunity to discuss their concerns directly with faculty members. Many parents suggested periodic meetings to ensure continuous academic monitoring and student development.

Outcome: The Parent-Teacher Meet was a fruitful session that provided a platform for meaningful interactions between parents and teachers. WhatsApp groups were formed with the parents for continuous and direct communication with them regarding important matters.



Dr. Sanjib Kumar Barman
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